

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet (Please read instructions on back)

3. Reason for Submission New		4. Employing Office Location Washington, D.C.	5. Duty Station Washington, D.C.	1. Position No. EPGS06019	2. Incumbency Allocation Only? May Not be IAed
Explanation (Show any positions replaced)		7. Fair Labor Standards Act Exempt -Executive	8. Financial Statements Required OGE-278 Required	6. BUS Code 8888	
		10. Position Status Excepted (Specify in Remarks)	11. Supervisory Status Code 2 - Supervisor or Manager	9. Cybersecurity Code a. 000 b. _____ c. _____	
		12. Competitive Level Code	13. Competitive Area	14. Drug Testing Yes	
		15. Extramural %	16. Functional Class Code N/A	17. Medical Monitoring _____	
		18. Position Sensitivity Critical Sensitive	19. Security Clearance 3 - Top Secret	20. Position Risk 3 - High	
		21. Emergency Essential	22. Developmental Position No	23. Full Performance Level GS-15	

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	Director, Office of the Executive Secretariat	GS	0340	15

25. Organizational Title of Position (if different from official title) Executive Secretariat	26. Name of Employee (if vacant, state such) Eric Wachter
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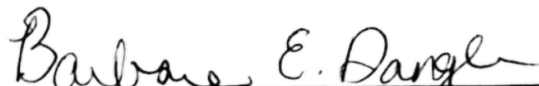
27. Department, Agency, or Establishment Hierarchy	
a. 1st Tier Org Code	1st Tier Org Description U.S. Environmental Protection Agency
b. 2nd Tier Org Code A0000000	2nd Tier Org Description Office of the Administrator
c. 3rd Tier Org Code A0E00000	3rd Tier Org Description Office of the Executive Secretariat
d. 4th Tier Org Code	4th Tier Org Description _____
e. 5th Tier Org Code	5th Tier Org Description _____

28. **Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Dan Utech, Chief of Staff		b. Typed Name and Title of Higher-Level Supervisor or Manager Michael Regan, Administrator	
Signature Utech, Dan Digitally signed by Utech, Dan Date: 2021.04.16 07:49:09 -04'00'	Date _____	Signature Utech, Dan Digitally signed by Utech, Dan Date: 2021.04.16 07:49:17 -04'00'	Date _____

29. **Classification/Job Grading Certification:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position		30. Position Classification Standards Used in Classifying/Grading Position GSSG, HRCD-5, 6/98, 4/98; PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79
Signature 	Date 4/29/21	

31. Remarks Executive Resources position (Schedule C). 5/12/21 Made pen and ink changes to better document FOIA role. BD
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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**Director,
Office of the Executive Secretariat
GS-0340-15**

Introduction

This position is located in the Office of the Executive Secretariat (OEX), Office of the Administrator in the U.S. Environmental Protection Agency (EPA). The incumbent serves as Director of the Office of the Executive Secretariat. The Executive Secretariat is the focal point in the Agency for tracking all executive correspondence and documents for the Administrator and Deputy Administrator. The Office is also responsible for managing the Freedom of Information program for the Office of the Administrator. As the Director, the incumbent oversees the Office's management and processing of Freedom of Information Act requests assigned to the Office of the Administrator and its staff offices. OEX coordinates search efforts, liaisons with the Office of General Counsel, and provides training to staff. The incumbent also serves as the Executive Secretary to the Administrator, working closely with them and the Chief of Staff to ensure all logistical matters are arranged and that they are currently alert and informed on all pertinent proposals, policies, etc.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Chief of Staff and the Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Chief of Staff and/or the Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Chief of Staff and the Administrator in correspondence and other communications with Agency managers and program officials.

Major Duties and Responsibilities

1. Manages the Office of the Executive Secretariat, including the operations of the Correspondence Management System Team, Executive Information Management Team, and the Executive Correspondence Team. In this capacity, oversees the direction of the Administrator and Deputy Administrator's correspondence throughout the Agency.
2. Tracks emerging issues and provides advice on broad initiatives and high priority issues requiring the immediate attention of the Immediate Office of the Administrator's senior management. Works closely with the Director of Scheduling and Advance to ensure consistency with Agency policies and objectives in all appearances by the Administrator and monitors results and progress achieved. Tracks regulatory documents to expedite their review and ensures deadlines are met. Coordinates the announcement of major events with the Office of Public Affairs and the Advance Staff. Anticipates the need for policy studies and advises senior management on the need for study of long-range problems.

3. In coordination with the offices of the Assistant Administrators and key regional officials, serves as the National Program Manager for all correspondence related issues and, as such, provides oversight and guidance for the Agency process, continuously reviewing and improving the effectiveness and efficiency of the process and the quality and time lines of the product.
4. Provides comprehensive program, staff and technical analyses on the most complex and challenging policy issues and problems affecting correspondence and assists the Administrator and/or Deputy Administrator, through the Chief of Staff, in the decision-making process. Program and policy issues addressed by the incumbent involve delicate and interrelated issues which cut across the full spectrum of the Agency's correspondence programs. Discerns and describes these interrelationships and evaluates and presents facts with broad program implications. Identifies and frames arguments for and against program proposals with Agency-wide implications. Identifies advantages and disadvantages, risks and benefits associated with particular proposals; evaluates the various methods of implementing policy and program initiatives; and provides the Administrator and/or Deputy Administrator, through the Chief of Staff, with authoritative analyses and recommendations.
5. Identifies and provides analysis of Agency policy issues and oversees other Office staff as they conduct analyses, as required. The incumbent determines the need for and directs the preparation of technical and administrative guides, standards and criteria to accomplish correspondence objectives: these guides may include efforts to upgrade research capabilities and to establish firmer cooperation in other correspondence program efforts among governmental and non-governmental interests and similar matters. The incumbent continuously evaluates the utilization of resources against studies to meet exceptionally important, new or changed national policies and goals, and to overcome unforeseen difficulties and unsatisfactory results.
6. Represents the Office of the Executive Secretariat on the Customer Service Steering Council. In this capacity, the incumbent has a lead role in the Agency's Customer Service Initiative as the Chairperson of the Customer Service Core Process Workgroup on Public Access through Correspondence. The incumbent is responsible for developing, testing, and implementing mechanisms of communications that are efficient and effective for the average customer and most commonly used technology.
7. Initiates and/or keeps informed of important developments affecting policies and operations within the area of correspondence. Identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational or program matters. Arranges implementation of specific policies and problem solutions developed, including making action assignments to appropriate staff.
8. Ensures that the offices of the Assistant Administrators, key regional officials and other senior

management officials are informed of, and given an opportunity to comment on, proposed actions or decisions affecting their offices or responsibilities. Encourages consultation and communication throughout to ensure collaboration and understanding of key issues and concerns. Represents the Chief of Staff in discussions with key members of management as related to correspondence in conveying their point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contribution of the Executive Secretariat staff.

9. Conducts policy-type research and prepares position papers and makes recommendations to the Chief of Staff relevant to Office and Agency strategies and policies. Takes responsibility for identifying and providing early warning for possible unfavorable political and/or public reaction or criticism to these recommendations.
10. Develops and coordinates Agency policy and procedures relating to the management of executive correspondence. Ensures that the Administrator and Deputy Administrator's views and administration policy are taken into account in the development of these policies and procedures.
11. Serves as Systems Manager for an integrated, automated correspondence system for the Agency. In this capacity, oversees the planning, design and coordination of a comprehensive correspondence tracking system to improve the management and to track the flow of controlled correspondence. Utilizing this computerized tracking system, the incumbent will oversee the development of a regular Correspondence Report Monitoring System for all overdue correspondence and will seek to minimize the number of overdue items.
12. Establishes and serves as Chair of an Agency-wide management group of correspondence participants, which serves as a forum of communication, team building and continuous quality improvement in the area of correspondence. Monitors and assesses the actions involved in organizing, evaluating and coordinating specific Agency correspondence management programs so as to achieve the policy objectives decided upon by the Chief of Staff with special emphasis on those programs and projects assigned to the incumbent for development and/or execution.
13. Networks and provides liaison with senior management officials both inside and outside the Agency to maintain knowledge and constant update of key actions and issues facing the Agency. Ongoing contact is necessary to obtain additional information and data to provide advice and assistance relating to controversial and routine correspondence.
14. Oversees the development of a specialized correspondence training program for the Agency to ensure that all correspondence control points are familiar with and follow the format and procedures required for documents and correspondence that are sent to the Administrator and Deputy Administrator for action.

15. Represents the Chief of Staff, upon request, on committees, panels, task forces and other groups both inside and outside the Agency with respect to correspondence matters. In this capacity, assumes complete responsibility for conducting or monitoring special projects of a highly sensitive nature for the Administrator and/or Deputy Administrator as requested by the Chief of Staff.
16. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and Equal Employment Opportunity (EEO) and diversity objectives. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Makes or approves selections for subordinate positions. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate. Hears and resolves employee complaints and group grievances and resolves serious unresolved complaints. Initiates action to correct performance or conduct problems. Effects disciplinary measures. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Also makes decisions on non-routine, costly training needs and training requests related to OEX employees. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material such as Confidential Business Information. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Recommends changes in position classification, subject to approval by higher level officials, supervisors, or others. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to completing work assignments, promoting team building, or improving business practices. In addition, provides oversight and guidance to the Director of Scheduling and Advance to ensure the Administrator's priorities and key issues of concern are adequately addressed in all meetings, conferences, and appearances.
17. Directs the accomplishments of and reviews all projects and programs assigned to the Office. Makes decisions in the course of the work within broad overall Federal and Agency policies and presents recommendations to the Administrator and/or Deputy Administrator, through the

Chief of Staff, in those cases that seriously affect established policy or require new policy decisions.

Factor Level Descriptions

Factor 1 - Program Scope and Effect

Level 1-4 (775 Points)

The incumbent directs OEX, a segment of a professional, highly technical, or complex administrative program which involves the development of major aspects of key agency scientific, medical, legal, administrative, regulatory, policy development or comparable, highly technical programs. The work of OEX impacts EPA's headquarters' operations and facilitates the agency's accomplishment of its mission and receives frequent or continuing congressional or media attention. The incumbent directs administrative activities (such as budget, management analysis, or personnel) conducted throughout, or covering the operations of, the agency's headquarters or most of its field establishment. The program directed materially shapes or improves the structure, effectiveness, efficiency, or productivity of major portions of the agency's primary missions, multi-regional programs, headquarters wide operations, or projects of national interest.

Factor 2 - Organizational Setting

Level 2-3 (350 Points)

The employee is accountable to the Chief of Staff, an SES level position.

Factor 3 - Supervisory and Managerial Authority Exercised

Level 3-3 (775 Points)

The employee exercises the following managerial authority:

- Exercises significant responsibilities in dealing with officials of other organizations, and advises SES management officials and political appointees of higher rank;
- Makes or approves selections for subordinate non-supervisory positions;
- Hears and resolves group grievances or serious employee complaints;
- Makes decisions on non-routine, costly training needs and training requests related to employees of the unit;
- Approves expenses comparable to within-grade increases, extensive overtime, and employee travel;
- Recommends awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;
- Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to completing work assignments, promoting team building, or improving business practices.
- Reviews and approves serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates.

Factor 4 - Personal Contacts

SUBFACTOR 4A - NATURE OF CONTACTS

Level 4A-4 (100 Points)

Contacts may be with: influential individuals or organized groups from outside the employing agency, such as executive level contracting or national officers of employee organizations; State, regional, or national officers or comparable representatives of trade associations, environmental, or public action

groups, or professional organizations of national stature; senior personnel in private industry; engineering and environmental consultants; congressional staff assistants; elected or appointed representatives of State and local governments; journalists of major metropolitan, regional, or national newspapers, magazines, television, or radio media; or SES level positions in other Federal agencies. Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings and may require extemporaneous response to unexpected or hostile questioning. Preparation typically includes briefing packages or similar presentation materials, requires extensive analytical input by the employee and subordinates, and/or involves the assistance of a support staff.

SUBFACTOR 4B- PURPOSE OF CONTACTS

Level 4B-3 (100 Points)

Contacts are to present or advise on EPA policy; advocate EPA positions, as well as the positions of the EPA Administrator and or the Chief of Staff; influence, motivate or persuade persons or groups to accept EPA positions, especially when there is intense opposition or resistance due to philosophical conflict, competing objectives, major resource limitations, etc. In addition, the incumbent will renegotiate controversial issues, and coordinate multi-agency actions. Highly developed communication skills, negotiation techniques, conflict resolution skills, and leadership are required to obtain cooperation and acceptance of EPA policies and practices.

Factor 5 - Difficulty of Typical Work Directed

Level 5-8 (1030 Points)

The highest level of basic work most typical of the organizations directed, as well as other line, staff, or contracted work for which the supervisor has technical or oversight responsibility, either directly or through subordinate supervisors is GS-13 or higher.

Factor 6 - Other Conditions

Level 6-6a (1325 Points)

The incumbent is responsible for the supervision and oversight at this level, requiring exceptional coordination and integration of a number of very important and complex program segments or programs of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-13 or higher level. Supervision and resource management at this level involves major decisions and actions which have a direct and substantial effect on the organizations and programs managed.

Total Points: 4455

GS-15 Grade Range: 4055 - up